

DEPARTMENT OF THE ARMY
Omaha District, Corps of Engineers
106 South 15th Street
Omaha, Nebraska 68102-1618

:NOTICE: Failure to acknowledge :
:all amendments may cause rejec- :
:tion of the offer. See FAR :
:52.215-1 of Section 00100 :

Solicitation No. DACA45 03 R 0014

Date of Issue: 29 April 2003

Date of receiving Phase III

Proposal: 16 Sept 2003

Amendment No. 0004

05 September 2003

SUBJECT: **Amendment No. 0004** to Request for Proposal Solicitation Package
for Design and Construction of **REPLACE FAMILY HOUSING, PHASE 3,**
ELLSWORTH AFB, SD. DACA45-03-R-0014

TO: Prospective Offerors and Others Concerned

1. The specifications and drawings for subject project are hereby modified as follows (revise all specification indices, attachment lists, and drawing indices accordingly).

a. Specifications. (Descriptive Changes.)

- (1) **Section 00110, Page 31,** third line from top of page, delete "represents design and construction seasons time." and substitute "includes all design, design reviews and construction completion."
- (2) **Section 01000, Page 4-18,** paragraph 4.4.20, line 1, after "2500 sf ft" add "(includes patio space)".
- (3) **Section 01000, Page 9-1,** paragraph 9.1, 9th line, before Three (3) distinctly..." insert "A minimum of". 14th line delete "they shall be provided in the numbers indicated...housing site in an evenly." and substitute "the number of various floor plans submitted shall be divided in approximate equal distributions and spread throughout the site."

b. Specifications (New and/or Revised and Reissued). Delete and substitute or add specification pages as noted below. The substituted pages are revised and reissued with this amendment.

Pages Deleted

00010TO1-1,2,3
Entire Section 01330
Entire Section 01451A

Pages Substituted or Added

00010TO1-1,2,3,4
Entire Section 01330
Entire Section 01451A

2. This amendment is a part of the proposing papers and its receipt shall be acknowledged on the Standard Form 1442. All other conditions and requirements of the request for proposal remain unchanged. If the proposals have been mailed prior to receiving this amendment, you will notify the office where

proposals are received, in the specified manner, immediately of its receipt and of any changes in your proposal occasioned thereby.

a. Hand-Carried Proposals shall be delivered to the U.S. Army Corps of Engineers, Omaha District, Contracting Division (Room 301), 106 South 15th Street, Omaha, Nebraska 68102-1618.

b. Mailed Proposals shall be addressed as noted in Item 8 on Page 00010-1 of Standard Form 1442.

3. Phase 2 Proposals will be accepted until 2:00 p.m., local time at place of receiving proposals, 16 SEP 2003.

Attachments:

Pages listed in 1.b. above

U.S. Army Engineer District, Omaha
Corps of Engineers
106 South 15th Street
Omaha, Nebraska 68102-1618

05 September 2003
mrp/4413

PRICING SCHEDULE (TASK ORDER NO. 1)

PHASE 3 - PART A SCHEDULE (HOUSING UNITS)					
A	B	C	D	E	F
Item No.	Description	GSF / Unit	Total GSF No. of Units x Column C	Unit Price Cost/GSF	Total Amount Columns D x E
0001	All work Complete for Four Bedroom JENL Housing Units (See Notes) Floor Plan 1 (number of units proposed (____)) (Construction Cost Only)	_____	_____	\$ _____	\$ _____
0002	All work Complete for Four Bedroom JENL Housing Units (See Notes) Floor Plan 2 (number of units proposed (____)) (Construction cost only)	_____	_____	\$ _____	\$ _____
0003	All work Complete for Four Bedroom JENL Housing Units (See Notes) Floor Plan 3 (number of units proposed (____)) (Construction Cost Only)	_____	_____	\$ _____	\$ _____
0004	All work Complete for Four Bedroom JENL Housing Units (See Notes) Floor Plan 4 (number of units proposed (____)) (Construction Cost Only)	_____	_____	\$ _____	\$ _____
0005	All work Complete for Four Bedroom JENL Housing Units (See Notes) Floor Plan 5 (number of units proposed (____)) (Construction Cost Only)	_____	_____	\$ _____	\$ _____
0006	All work Complete for 3 of the Four Bedroom JENL Handicap accessible units (Construction cost only)	_____	_____	\$ _____	\$ _____

PHASE 3 - PART A SCHEDULE (HOUSING UNITS)					
A	B	C	D	E	F
Item No.	Description	GSF / Unit	Total GSF No. of Units x Column C	Unit Price Cost/GSF	Total Amount Columns D x E
0007	All work Complete for the single, Four Bedroom JENL Handicap accessible units (Construction cost only)	_____	_____	\$ _____	\$ _____
0008	DESIGN COST FOR ITEMS 0001 - 0007			\$ _____	

PHASE 3 - PART B SCHEDULE (DEMO/ SITE / UTILITIES)				
A	B	C	D	E
Item No.	Description	Quantity	Unit Price Cost/Unit	Total Amount Columns C x D
0009	Complete Demolition of 40 existing duplexes (80 units) (including but not limited to removal of asbestos, LBP, utilities, foundations, etc.) See Section 01000 Part 4, SITE for additional information. (Total Demolition Cost)	80 Units	\$ _____	\$ _____
0010	Entire Work Complete for Phase 3 Infrastructure; includes all common area for electrical distribution; sanitary sewer; water main; storm sewer; gas; laterals; grading (common ground and housing lots included); sidewalks (common ground and street walks); playgrounds; common ground landscaping; and street replacement. (Construction Only) (Construction Cost only)	Job	Lump Sum	\$ _____
0011	All work complete for Unit Site work (See Notes) (Construction cost only)	75	\$ _____	\$ _____
0012	DESIGN COST FOR ITEMS 0010 + 0011			\$ _____

TOTAL AMOUNT: PHASE 3 (PART A + B)

0014	TOTAL CONSTRUCTION COST FOR PHASE 3 (ITEMS 0001 + 0002 + 0003 + (0004 + 0005 if included) + 0006 + 0007 +0009 +0010 + 0011	\$ _____
0015	TOTAL DESIGN COST FOR PHASE 3 (ITEMS 0008 + 0012)	\$ _____
0016	GRAND TOTAL AMOUNT FOR PHASE 3 (ITEMS 0014 + 0015)	\$ _____

- a) Contractor authorizes the work above to be completed in _____ calendar days from NTP.
- b) Office Overhead _____ %
- c) Profit _____ %
- d) Bonding _____ %

Signature of Authorized Company Principal

NOTES:

1. Prices must be entered for all line items on the Pricing Schedule. Grand total amount price submitted (Line 0016) without prices for individual line items will not be evaluated. The Contractor's addition will be subject to verification by the Government. In case of variation between an individual item price and the grand total amount, the individual item price will be considered the price. The terms "Construction Cost" and "Design Cost", noted above, includes everything required to complete the work, including associated profits and fees.
2. A modification to the Pricing Schedule, which provides for a single adjustment to the grand total amount will not be accepted. Modification to Pricing Schedule items, basic or option(s), should state the application of the adjustment to each respective individual item price affected. If the modification is not so apportioned the Pricing Schedule item will not be evaluated.
3. The completion time and percentage blanks listed in a) through d) shall be filled in by the Proposer. Items b) through d) shall indicate percentages used in pricing items for Task Order No. 1. It is the Government's intention to use the prices given within this Pricing Schedule (Task Order No. 1) and the percentages indicated above by the "successful" Proposer to negotiate future Task Orders. See Section 00110: PROPOSAL SUBMISSION AND EVALUATION for information on Volume III PRICE.
4. Unit Construction and Design prices are to include all work required to the building lines. GSF measurement shall be as defined in the RFP and the Air Force Housing Guide.
5. Item 0011 include unit patios, driveways, unit fencing, landscape (sod, trees and shrubs on unit lots), unit sidewalks (excludes common ground sidewalks along streets and common pathways, which are considered infrastructure Item 0010).
6. Items 0004 and 0005 are discretionary categories for supplying additional floor plan configurations to accommodate site densities. The RFP requires, as a minimum, three (3) separate floor plans excluding the 4 handicap units. Offering more than the minimum three floor plans will not

enhance or achieve more favorable ratings in the evaluation for the Proposer. The choice in offering additional floor plans is merely to allow flexibility to the designer to achieve the number of units required within the given site density. Proposers are to fill in the number of units proposed per floor plan under the "Description" heading. The number of various floor plans shall be divided in approximate equal distributions and spread throughout the site. Not filling in Items 0004 and 0005 will not render the contractor as non-responsive, however, items 0001, 0002 and 0003 must be filled in to offer the minimum floor plans required in the RFP. Failure to do so will result in a non-responsive action and the proposal will not be evaluated.

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SECTION 01330

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09/01; Omaha Update 08/03

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SECTION 01330

SUBMITTAL PROCEDURES
09/01; Omaha Update 08/03

PART 1 GENERAL

Attachments: Submittal Register
ENG Form 4025, Transmittal Form

1.1 SUMMARY

This section includes administrative and procedural requirements for construction submittals presented by the Contractor after 100% corrected plans and specifications have been accepted by the government. This section also includes requirements for developing, submitting and maintaining a "Submittal Register".

1.2 CONTRACTOR RESPONSIBILITIES

The Contractor is responsible for total management of his work including approval, scheduling, control, and certification of all submittals. The submittal management system provided in these specifications is intended to be a complete system for the Contractor to use to control the quality of materials, equipment and workmanship provided by manufacturers, fabricators, suppliers and subcontractors. The Contractor shall review each submittal for contract compliance. The Submittal Register (ENG Form 4288) will be utilized to log and monitor all submittal activities. No construction or installation activities shall be performed prior to required approvals and Government compliance reviews of applicable submittals. The Contractor shall perform a check to assure that all materials and/or equipment have been tested, submitted and approved during the preparatory phase of quality control inspections. The Contractor shall coordinate all submittals with the Contractor's Designer (A-E). Approval by the Contractor's Designer means that the submittal is in compliance with the Construction Set design submittal.

1.3 SUBMITTAL IDENTIFICATION (SD)

Submittals required are identified by SD numbers and titles as follows:

SD-01 Preconstruction Submittals

Tabular lists showing location, features, or other pertinent information regarding products, materials, equipment, or components to be used in the work.

In addition, the following items are included:

Work plan
Quality control plan
Permits

SD-02 Shop Drawings

Submittals which graphically show relationship of various components of the work, schematic diagrams of systems, details of fabrication, layouts of particular elements, connections, and other relational aspects of the work.

SD-03 Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials or equipment for some portion of the work.

Samples of warranty language when the contract requires extended product warranties.

SD-04 Samples

Samples, including both fabricated and unfabricated physical examples of materials, products, and units of work as complete units or as portions of units of work.

Physical examples of materials, equipment or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged. Color samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project.

Field samples and mock-ups constructed on the project site establish standards by which the ensuring work can be judged. Includes assemblies or portions of assemblies which are to be incorporated into the project and those which will be removed at conclusion of the work.

SD-05 Design Data

Calculations, mix designs, analyses or other data pertaining to a part of work.

SD-06 Test Reports

Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accordance with specified requirements. (Testing must have been within three years of date of contract award for the project.)

Report which includes findings of a test required to be performed by the contractor on an actual portion of the work or prototype prepared for the project before shipment to job site.

Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.

Investigation reports

Daily checklists

Final acceptance test and operational test procedure

SD-07 Certificates

A document, required of the Contractor, or through the Contractor, from a supplier, installer, manufacturer, or other lower tier Contractor, the purpose of which is to confirm the quality or orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel, qualifications, or other verifications of quality.

Statement signed by an official authorized to certify on behalf of the manufacturer of a product, system or material, attesting that the product, system or material meets specified requirements. The statement must be dated after the award of the contract, must state the Contractor's name and address, must name the project and location, and must list the specific requirements which are being certified.

Confined space entry permits.

SD-08 Manufacturer's Instructions

Preprinted material describing installation of a product, system or material, including special notices and material safety data sheets, if any, concerning impedances, hazards, and safety precautions.

SD-09 Manufacturer's Field Reports

Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.

Factory test reports.

SD-10 Operation and Maintenance Data

Data intended to be incorporated in operations and maintenance manuals.

SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

In addition, the following items are included:

As-built drawings

Special warranties

Posted operating instructions

Training plan

1.4 SUBMITTAL CLASSIFICATION

Unless directed otherwise, the words "Government Approval" associated with "G"-designated submittals shall be interpreted in the context of the below defined submittal types. Within the terms of the Contract Clause entitled "Specifications and Drawings for Construction," all G-DO and G-AO submittals are considered to be "shop drawings".

Submittals are classified as follows:

1.4.1 Government Reviewed Design During Construction Submittals (G-DO)

"G-DO" submittals are those that involve 1) extensions of design for design work performed by the Construction Contractor not previously included in the completed design Construction drawings and require a conformance review by the Government, and 2) "Revisions to the Accepted Design" and require acceptance by the Government in accordance with the below paragraph titled "Supplemental Design Submittals".

These submittals must be reviewed and approved by the Contractor's Designer of the responsible design organization and Contractor's QC System Manager, prior to submittal to the Government for conformance review. Conformance review only checks for compliance with the RFP solicitation requirements. Conformance review of "G-DO" submittals or lack thereof by the Government does not relieve the Contractor of its responsibility for the design and construction. Government review will not include development of design calculations or other means of determining adequacy of design. The Contractor and his designer retains the sole responsibility for adequacy of design.

The below listed "G-DO" submittals require a conformance review by the Government, unless previously included in completed design.

G-DO Type submittals:

1. Fire Suppression Systems defined in sections 13930, 13935, and other sections related to fire suppression that are required by the contract.

SD-02 Shop Drawings:

Shop Drawings

SD-03 Product Data:

Fire Protection Related Submittals

Sway Bracing

Materials and Equipment

Hydraulic Calculations

Spare Parts

Fire Protection Specialist

2. Fire Detection Systems defined in sections 13850, 13851, and other sections related to fire detection that are required by the contract.

SD-02 Shop Drawings:

Fire Alarm Reporting System

SD-03 Product Data:

Storage Batteries

Voltage Drop

Special Tools and Spare Parts

Technical Data and Computer Software

3. HVAC Controls defined in sections 15950, 15951, and other sections related to HVAC controls that are required by the contract.

SD-02 Shop Drawings:

HVAC Control System

SD-03 Product Data:

Service Organizations

Equipment Compliance Booklet

1.4.2 Government Reviewed Construction Submittals ("G-AO")

"G-AO" submittals are those that need to be reviewed for conformance to the contract by either the Area or Resident Office (as directed) and other items as designated by the Contracting Officer's Representative. All "G-AO" submittals shall be reviewed and approved by the Contractor's Quality Control Representative and the Contractor's Designer prior to submittal to the Government. Conformance review only checks for compliance with the RFP solicitation requirements. Conformance review of "G-AO" submittals or lack thereof by the Government does not relieve the Contractor of its responsibility for the design and construction. Typical G-AO submittals are listed below.

- All Testing, Adjusting, and Balancing (TAB) submittals
- All System type testing procedures and acceptance reports (e.g., Fire Detection, Fire Protection, Security/Communication Systems, etc.)
- All O&M Manuals
- Other final operational type submittals such as Spare Parts Data, Framed Instructions, Warranty Information, etc.
- Training plans and schedules for Systems Training

1.4.3 Information Only (FIO)

All "FIO" submittals shall be reviewed and approved by the Contractor's Quality Control Representative and the Contractor's Designer prior to submittal to the Government. They are not considered to be "shop drawings" within the terms of the Contract Clause referred to above. The Contracting Officer has the option to review any submittal but these submittals do not require conformance review by the Government.

Listed below are typical examples of FIO submittals. This list is not all inclusive of all FIO submittals.

1. Structural steel
2. Lawn irrigation systems
3. Concrete reinforcement
4. Millwork/casework
5. Masonry reinforcement
6. Interior signage
7. Cathodic protection
8. Asbestos abatement layouts
9. Security systems
10. Interior / Exterior Finishes
11. Furniture Systems
12. Pavement Concrete mix designs (special use - non routine, e.g., Airfield Paving)
13. Asphalt mix designs (special use - non routine, e.g., Airfield Paving)
14. Finish samples for major finishes

NOTE: "FIO" IS ANY SUBMITTAL ITEM THAT DOES NOT HAVE A "G-DO" OR "G-AO" CLASSIFICATION.

1.4.4 Administrative Submittals

The submittal items listed below are not to be included on the Submittal Register (as discussed below). Unless directed otherwise by the

Contracting Officer, the following administrative submittals shall be submitted to the Area or Resident (as directed) Office, for approval, via a Serial Letter: Quality Control Plans (Section 01451A CONTRACTOR QUALITY CONTROL), Accident Prevention Plans (Section 01400 SPECIAL SAFETY REQUIREMENTS), Revisions to Environmental Protection Plans (Section 01355A ENVIRONMENTAL PROTECTION) and other submittals as directed by the Contracting Officer. Format for the Serial Letter shall be as directed by the Area or Resident Office.

1.4.5 Supplemental Design Submittals

If revisions to the accepted design (Construction Set) become necessary, the contractor shall submit a supplemental design package and the revisions will be considered a "Variation". The Contractor shall submit this Supplemental Design Package as a construction submittal in accordance with the below paragraph titled "Variations".

1.5 GOVERNMENT REVIEWED SUBMITTALS

The Contracting Officer's review of submittals shall not be construed as a complete check, but will indicate only that the general method of construction, materials, detailing and other information appear to meet the Solicitation requirements. Government Review will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor under the Design and CQC requirements of this contract is responsible for design, compliance with design criteria required in the solicitation, dimensions, all design extensions, such as the design of adequate connections and details, etc. and the satisfactory construction of all work. After submittals have been reviewed for conformance or approval, as applicable, by the Contracting Officer, no resubmittal for the purpose of substituting materials or equipment will be considered unless the procedures outlined in the below paragraph "Variations" are followed.

1.6 DISAPPROVED SUBMITTALS

The Contractor shall make all corrections required by the Contracting Officer, obtain the Contractor's Designer approval and Government review, or approval, when applicable, and promptly furnish a corrected submittal in the form and number of copies specified for the initial submittal. Any submittal found to contain errors or unapproved variations from the solicitation or accepted proposal, shall be resubmitted. If the Contractor considers any correction indicated on the submittals to constitute a change to the contract, a notice in accordance with the Contract Clause "Changes" shall be given promptly to the Contracting Officer.

1.7 WITHHOLDING OF PAYMENT

No Payment for materials incorporated in the work will be made if all required Designer or Contractor Quality Control Representative approvals or required Government conformance reviews, or approvals, as applicable, have not been obtained. No payment will be made for any materials incorporated in the work for any conformance review submittals or information only submittals found to contain errors or deviations from the Solicitation or Accepted Proposal.

1.8 GENERAL

The Contractor shall make submittals as required by the specifications. The Contracting Officer may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective sections. Units of weights and measures used on all submittals shall be the same as those used in the contract drawings. Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with contract requirements. The Contractor's Quality Control (CQC) System Manager and the Designer shall check, approve and stamp, sign, and date each item, indicating action taken. Proposed variations from the contract requirements or accepted 100% corrected design shall be proposed as per the direction in the below paragraph "Variations".

Submittals shall include items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts or curves; test reports; test cylinders; samples; O&M manuals (including parts list); certifications; warranties; and other such required submittals. Submittals requiring conformance review or approval by the Government shall be scheduled and made prior to the acquisition of the material or equipment covered thereby.

Samples remaining upon completion of the work shall be picked up and disposed of in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulations.

1.9 SUBMITTAL REGISTER AND ENG FORM 4288 (RMS) SUBMITTAL REGISTER

The Contractor's Designer(s) shall develop a complete list of required construction submittals as part of the 100% Corrected Design Documents as outlined in RFP Section 01332, DESIGN AND CONSTRUCTION DELIVERABLES/PROCEDURES. Additionally, using the Government's Resident Management System (RMS) software, the Government will generate from the design SpecsIntact file, a ENG Form 4288 Submittal Register for government use in tracking the construction submittals. The Contractor shall use the Government-generated submittal register from RMS to track submittal requirements. The Contractor shall maintain a ENG Form 4288 (RMS) for the project in accordance with the attached ENG Form 4288 (RMS) Instructions.

The Contractor will be furnished one (1) set of ENG Forms 4288 (RMS) at the preconstruction conference on which will be listed each item of equipment and material of each type for which fabricators' drawings, and/or related descriptive data, test reports, samples, spare parts lists, O&M manuals, or other types of submittals are required by the completed project specifications. The Contractor shall complete the appropriate columns as indicated on the attached ENG Form 4288 (RMS) Instructions and return to the Contracting Officer for acceptance within 20 calendar days after the preconstruction conference.] Upon acceptance of the ENG Form 4288 (RMS) by the Contracting Officer, the ENG Form 4288 (RMS) will serve as a scheduling document for submittals and will be used to control submittal actions throughout the contract period. The ENG Form 4288 (RMS) ACTIVITY NO. is

filled in when a network analysis system is a contract requirement. The TRANSMITTAL NO. and ITEM NO. shall be left blank and used later to record the respective transmittal and item number corresponding to those listed on the transmittal form entitled: "TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE" (ENG Form 4025). The approved ENG Form 4288 (RMS) will become the scheduling document and will be used to control submittals throughout the life of the contract. The submittal register and the progress schedules shall be coordinated. Updates to the submittal register showing the Contractor action codes and actual dates shall be submitted monthly or until all submittals have been satisfactorily completed. When the progress schedule is revised, the ENG Form 4288 (RMS) shall also be revised and both submitted for approval.

1.10 SCHEDULING

Submittals covering component items forming a system or items that are interrelated shall be scheduled to be coordinated and submitted concurrently. Certifications to be submitted with the pertinent drawings shall be so scheduled. Adequate time (a minimum of 20 calendar days exclusive of mailing time) shall be allowed and shown on the register for conformance reviews by the Contracting Officer for submittals requiring Government review and for submittals which vary from the solicitation or accepted 100% corrected design. No delay damages or time extensions will be allowed for time lost in late submittals.

1.11 TRANSMITTAL FORM (ENG FORM 4025)

The sample transmittal form (ENG Form 4025) attached to this section shall be used for submitting all submittals in accordance with the instructions on the reverse side of the form. These forms will be furnished to the Contractor. This form shall be properly completed by filling out all the heading blank spaces and identifying each item submitted. Special care shall be exercised to ensure proper listing of the specification paragraph and/or sheet number of the contract drawings pertinent to the data submitted for each item.

1.12 SUBMITTAL PROCEDURES

Submittals shall be made as follows:

1.12.1 "G-DO" Submittals

All "G-DO" submittals shall be reviewed and approved by the Contractor's Quality Control Representative and Contractor's Designer prior to submittal to the Government. A conformance review is required by the Government on all "G-DO" submittals, prior to construction of the related items.

Except as noted below, all items listed as "G-DO" Submittals in the various sections or on the Submittal Register shall be submitted in seven (7) copies. All seven (7) copies shall be mailed directly to the addressee shown below using the transmittal form. Additionally, one (1) copy of the transmittal form shall be submitted to the Area Engineer.

Technical Reviewer
Engineering Division (DO)
Attn: CENWO-ED-DI
U.S. Army Engineer District, Omaha
106 South 15th Street

Omaha, NE 68102-1618

Items not to be submitted in multiples, such as samples and test cylinders, shall be submitted to the Area or Resident Engineer (as directed), accompanied by seven (7) copies of the transmittal form.

Each required submittal, which is in the form of a drawing, shall be submitted as seven (7) prints of the drawing. Drawing prints shall be either blue or black line permanent-type prints on a white background or blueprint and shall be sufficiently clear and suitable for making legible copies.

Catalog cuts and other descriptive data which have more than one model, size, or type or which shows optional equipment shall be clearly marked to show the model, size, or type and all optional equipment which is provided.

Submittals on component items forming a system or that are interrelated shall be submitted at one time as a single submittal in order to demonstrate that the items have been properly coordinated and will function as a unit.

1.12.2 "G-AO" and FIO Submittals

Except as noted below, data for all items listed as "G-AO" Submittals in the various sections shall be submitted in five (5) copies. All five copies shall be submitted to the Area Engineer for solicitation conformance review using the transmittal form. Items not to be submitted in multiples, such as samples and test cylinders, shall be submitted to the Area or Resident Engineer (as directed) accompanied by five (5) copies of the transmittal form.

Except as noted below, data for all items listed as "FIO" Submittals in the various sections shall be submitted in three (3) copies. All three copies shall be submitted to the Area Engineer using the transmittal form. Items not to be submitted in multiples, such as samples and test cylinders, shall be submitted to the Area or Resident Engineer (as directed) accompanied by three (3) copies of the transmittal form.

All "G-AO" and "FIO" submittals shall be reviewed and approved by the Contractor's Quality Control Representative and Contractor's Designer prior to submittal to the Government. A completed Government conformance review is required on all "G-AO" submittals, prior to construction of the related items.

The Government has the option to review any For Information Only submittals.

1.12.3 Certificates of Compliance

Each certificate shall be signed by an official authorized to certify in behalf of the manufacturing company and shall contain the name and address of the Contractor, the project name and location, and the quantity and date or dates of shipment or delivery to which the certificates apply. Copies of laboratory test reports submitted with certificates shall contain the name and address of the testing laboratory and the date or dates of the tests to which the report applies. Certification shall not be construed as relieving the Contractor from furnishing satisfactory material, if, after tests are performed on selected samples, the material is found not to meet the specific requirements.

1.12.4 Purchase Orders

Copies of purchase orders shall be furnished to the Contracting Officer when the Contractor requests assistance for expediting deliveries of equipment or materials, or when requested by the Contracting Officer for the purpose of quality assurance review. Each purchase order issued by the Contractor or his subcontractors for materials and equipment to be incorporated into the project shall (1) be clearly identified with the applicable DA contract number, (2) carry an identifying number, (3) be in sufficient detail to identify the material being purchased, (4) indicate a definite delivery date, and (5) display the DMS priority rating, if applicable.

1.12.5 Operation and Maintenance Instructions and/or Manuals

Where required by various technical sections, operations and maintenance instructions and/or manuals with parts lists included shall be provided by the Contractor in quintuplicate, unless otherwise specified, and shall be assembled in three-ring binders with index and tabbed section divider and having a cover indicating the contents by equipment or system name and project title and shall be submitted to the Area Engineer for approval (after approval by the Contractor's Quality Control Representative), 90 days prior to final tests of mechanical and electrical systems, unless otherwise specified. Each operation and maintenance manual shall contain a copy of all warranties. If field testing requires these copies to be revised, they shall be updated and resubmitted for review within 10 calendar days after completion of tests.

1.12.6 Interior/Exterior Finish Sample and Data

All submittals regarding color boards (Section 09915 COLOR SCHEDULE) for interior finish samples and data shall be submitted concurrently and all submittals for exterior finish samples and data shall be submitted concurrently. These color boards are in addition to the samples required under the specific technical specifications listed as "samples".

1.13 VARIATIONS

1.13.1 Necessity and Documentation of Variations

If revisions to the accepted design (Construction Set) become necessary, the contractor shall submit a supplemental design package using the "Supplemental Design Certification and Transmittal Form" that was included in the Request For Proposal, Section 01332 DESIGN AND CONSTRUCTION DELIVERABLES/PROCEDURES. The revisions will be considered a "Variation" and the list of deviations from the accepted design shall be outlined on the Design Certification form. Variations from the Construction Set must be approved by the Contractor's Designer, and Contractor's Quality Control Representative and accepted by the Contracting Officer. The contractor shall set forth in writing the reason for any variations and clearly annotate such variations on the supplemental design. The narrative shall include documentation of the nature and features of the variation and why the variation is desirable and beneficial to the Government. The supplemental design submittal shall include drawings, specifications, design analysis and calculations necessary to establish that the proposed revision satisfies the contract requirements.

1.13.2 Submittal Procedure for Variations

The Contractor shall submit this Supplemental Design Package as a construction submittal, type G-DO as previously outlined herein, and shall check the "Variation" column (column 'h') of ENG Form 4025-R. The contractor shall distribute this submittal package (ENG Form 4025-R, completed Supplemental Design Certification, and supporting documentation) as a construction submittal and submit this package with the following identification:

Specification Section: 01451A, Contractor Quality Control
Item Number (column 'a'): *insert appropriate number of design revision*
Description of Item (column 'b'): "Revision to Accepted Design - State topic"

Because management of the design is a Quality Control issue and may affect numerous technical guide specifications, these items shall be submitted as a new submittal item under Section 01451A CONTRACTOR QUALITY CONTROL.

For example, "Item 3: Revision to Accepted Design - Louvers", would be the third revision to the accepted design and relates to "Louvers".

1.13.3 Rights and Responsibilities Associated with Variations

When submitting a variation for acceptance, the Contractor warrants that the contract has been reviewed to establish that the variation, if incorporated, will be compatible with other elements of the work. The Contractor shall take actions and bear the additional costs, including review costs by the Government, necessary due to the proposed variation. In addition to the submittal review period allowed elsewhere herein, the Contractor shall allow an additional ten (10) working days for consideration by the Government. The Government reserves the right to rescind inadvertent action codes of submittals containing unnoted variations that have not been submitted as a Supplemental Design Submittal with the accompanying Supplemental Design Certification.

1.14 CONTROL OF SUBMITTALS

The Contractor shall carefully control his procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Register."

1.15 FINAL COPY OF "G-DO" AND "G-AO" SUBMITTALS

Upon completion of review of submittals requiring Government acceptance, conformance review, or approval, the submittals will be identified as having received satisfactory review by being so stamped and dated.

1.15.1 "G-DO" Submittals

Two (2) copies of "G-DO" submittals, for acceptance and/or conformance review by the Government, will be returned to the Contractor, except for samples, test cylinders, and O&M manuals for which two (2) copies of the transmittal form only will be returned to the Contractor. The Government reserves the right to require the Contractor to resubmit any item found not to comply with the contract.

1.15.2 "G-AO" Submittals

Two (2) copies of "G-AO" submittals for conformance review will be returned to the Contractor except for samples, test cylinders, and O&M manuals for which two (2) copies of the transmittal form only will be returned to the Contractor.

1.16 FINAL COPY OF INFORMATION ONLY SUBMITTALS

Normally submittals for information only will not be returned. Approval of the Contracting Officer is not required on information only submittals. The Government reserves the right to require the Contractor to resubmit any item found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish material conforming to the plans and specifications; will not prevent the Contracting Officer from requiring removal and replacement of nonconforming material incorporated in the work; and does not relieve the Contractor of the requirement to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

1.17 STAMPS

Stamps used by the Contractor's Designer and the Contractor's designated Quality Control person on the submittal data to certify that the submittal meets contract requirements shall be similar to the following (use two stamps for submittals reviewed by both):

<p>CONTRACTOR</p> <p>(Firm Name)</p> <p>_____ Approved</p> <p>_____ Approved with corrections as noted on submittal data and/or attached sheets(s).</p> <p>SIGNATURE: _____</p> <p>TITLE: _____</p> <p>DATE: _____</p>

INSTRUCTIONS
ENG FORM 4288 (RMS)

1. The Contractor shall utilize the ENG Form 4288 (RMS) generated by the Government Residential Management System (RMS) software for tracking construction submittals. The Submittal Register information, columns (c) thru (f) from the Contractor generated Submittal Register, [will be utilized by the Government] to generate the ENG Form 4288 (RMS). [The Government will furnish the Contractor a hard copy of the ENG Form 4288 (RMS) at the preconstruction conference.]. The ENG Form 4288 (RMS) includes the following items and parties responsible for completing the information required on the ENG Form 4288 (RMS). The subparagraph headings below do not correspond to the Submittal Register column headings.

a. Activity Number: will be provided by the Contractor from his Network Analysis, if required, and when a network analysis is accepted.

b. Transmittal Number and Item Number: will be provided by the Contractor from ENG Form 4025 for each item.

c. Specification Paragraph Number: will be provided by the Contractor from the Submittal Register from column entitled "Specification Paragraph Number".

d. Description of Submittal: will be provided by the Contractor from the Submittal Register from column entitled "Description of Item Submitted".

e. Type of Submittal: will be provided by the Contractor from the Submittal Register from column entitled "Type of Submittal" or "Description of Item Submitted".

f. Classification: will be provided by the Contractor from the Submittal Register from column entitled "Classification".

g. Reviewing Office - Reviewer: will be provided by the Contractor from the Submittal Register from column entitled "Classification" or "Reviewer".

h. Contractor Schedule Dates: the Contractor will provide schedule dates for

"Submit Needed By" (Date the Contractor expects to submit an item. It is the Contractors responsibility to calculate the lead time needed for the government approval. Note if resubmittal is required it is the Contractors responsibility to make all adjustments necessary to meet the contract completion date.)

"Approval Needed By" (date the Contractor can receive approval and still obtain the material by need date.), and

"Material Needed By" (date that the material is needed at the site. If there is a network analysis it should reflect that date on the analysis.)

i. Contractor Action: Includes the following items: "Code" and "Submit to the Corps". These items will be completed by the Contractor and/or Contractor's Designer. The action codes will be one of the following:

A - Approved as submitted.

- B - Approved, except as noted.
- G - Other (specify)

j. Government Action: This item includes a Government Action "Code" and "Date" and is reserved for Government use. The Government reserves the right to review any submittal for contract compliance. Receipt of an Action Code "F - Receipt Acknowledged" or failure of the Contractor to receive an Action Code by the Government, does not mean that the submittal is in compliance with the contract requirements. For this design-build solicitation, unless noted otherwise by the Contracting Officer, the Action Codes for this form, when used by the Government, will be one of the following:

- A - Reviewed for conformance. No except taken
- B - Reviewed for conformance. Exceptions as noted.
- C - Reviewed for conformance. Exceptions as noted. Refer to attached _____ sheet resubmission required.
- D - Will be returned by separate correspondence.
- E - Reviewed. Does not comply (See Attached). Resubmission required.
- F - Receipt Acknowledged.
- Fx - Receipt acknowledged, does not comply as noted with contract requirements.
- G - Other (specify).

2. Reviewer Abbreviation code will be as follows;

G-DO - Approved by Contractor's Designer, Contractor's Quality Control Representative and Acceptance or Conformance Review by the Government, as applicable. Approval by the Contractor's Designer means that the submittal complies with Construction Set design submittal or meets the requirements of a "Variation".

G-AO - Approved by Contractor's Quality Control Representative and Designer and conformance review by the Government.

For Information Only - All other submittals without a G-AO or G-DO abbreviation code, Approved by Contractors Quality Control Representative and/or Designer. The Government reserves the right review any submittal for conformance with the solicitation.

INSTRUCTIONS
ENG FORM 4025

1. DATE at the top of form will be the date submitted to the DOR which is to be completed by the Contractor.
2. TRANSMITTAL NO. Each new transmittal (i.e. [G-DO,] G-AO or FIO) shall be numbered consecutively for each specification section in the space provided in "Transmittal No.". This number will be the identifying symbol for each submittal. Example: "15400A-001", "15895A-001" "15895A-002", "16415A-001", etc. For each new submittal or for a resubmittal, the appropriate box must be marked. Resubmittals must be designated by their original sequential number followed by an ".1", ".2", etc. for each sequential resubmittal. Example: "15895A-001.1" (previous submittal No. 15895A-001).
3. TO: Box will contain the name and address of the office which will review the submittal (as designated by the Contracting Officer).
4. FROM: Box will be the name and address of the Contractor. Contractor is to complete this box.
5. CONTRACT NO. box will contain the Contractors construction contract number (e.g., DACXXX-XX-C-XXXX).
6. CHECK ONE box
 - a. CHECK ONE box (for transmittal/ retransmittal) will be completed by the Contractor with one box marked. If a resubmittal is provided last transmittal number will be added.
 - b. CHECK ONE box will be completed by the Contractor with one box marked for the submittal type.
7. SPECIFICATION SECTION NO. box will be completed by the Contractor. The number will be the five digit number found in the specifications. No more than one section will be covered with each transmittal.
8. PROJECT TITLE AND LOCATION box will be completed by the Contractor.
9. Column a, will be completed by the Contractor and will contain a different number for each item submitted in that transmittal. Once a number is assigned to an item it will remain the same even if there is a resubmittal.
10. Column b, will be completed by the Contractor. The description of each item on this form will be the descriptions provided on the submittal register. The Contractor shall submit each submittal register item all at once on one transmittal if possible. If a submittal register item can not be submitted all at once Contractor should note that in the remarks box.
11. Column c, will be completed by the Contractor. The information will be the appropriate submittal description number as described this Section or shown on the submittal register (e.g. SD-XX).
12. Column d, will be completed by the Contractor. The number of copies will be determined by the Contractor after review of submittal register for the classification of the item and after review of paragraph: SUBMITTAL PROCEDURES of this Section.

13. Column e, will be completed by the Contractor. The Contractor shall state all applicable paragraph numbers.

14. Column f, will be completed by the Contractor. The Contractor shall state all applicable drawing sheet numbers.

15. Column g, will be completed by the Contractor and/or Contractor's Designer. The action codes will be one of the following:

- A - Approved as submitted.
- B - Approved, except as noted.
- G - Other (specify)

16. Column h, will be completely by the Contractor. A check shall be placed in this column when a submittal is not in accordance with the plans and specifications also, a written statement to that effect shall be included in the space provided for "Remarks".

17. Column i, is reserved for Government use and may or may not be provided. For this design-build solicitation, unless noted otherwise by the Contracting Officer, the Action Codes for this form, when used by the Government, will be one of the following:

- A - Reviewed for conformance. No except taken.
- B - Reviewed for conformance. Exceptions as noted.
- C - Reviewed for conformance. Exceptions as noted. Refer to attached _____ sheet resubmission required.
- D - Will be returned by separate correspondence.
- E - Reviewed. Does not comply (See Attached). Resubmission required.
- F - Receipt Acknowledged.
- Fx - Receipt acknowledged, does not comply as noted with contract requirements.
- G - Other (specify).

18. REMARKS box self explained.

19. Contractor Quality Control Manager must provide name and sign all Eng Form 4025 certifying conformance. In the space for the name and signature, also include a phone number where the CQC Manager may be reached.

20. Section II will be completed by the Contractor, unless approval is required by the Government.

See reverse side of ENG Form 4025 for additional instructions.

-- End of Section --

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1/03; Omaha Revision 8/03

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SECTION 01451A

CONTRACTOR QUALITY CONTROL
1/03; Omaha Revision 8/03

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

ASTM D 3740 (2001) Minimum Requirements for Agencies Engaged in the Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction

ASTM E 329 (2000b) Agencies Engaged in the Testing and/or Inspection of Materials Used in Construction

ENGINEERING REGULATIONS (ER)

ER 1110-1-12 (1 June 1993) Engineering and Design - Quality Management

1.2 PAYMENT

Separate payment will not be made for providing and maintaining an effective Quality Control program, and all costs associated therewith shall be included in the applicable unit prices or lump-sum prices contained in the Pricing Schedule.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

3.1 GENERAL REQUIREMENTS

The Contractor is responsible for quality control and shall establish and maintain an effective quality control system in compliance with the Contract Clause titled "Inspection of Construction." The quality control system shall consist of plans, procedures, and organization necessary to produce an end product which complies with the contract requirements. The system shall cover all design-construction and construction operations, both onsite and offsite, and shall be keyed to the proposed construction sequence.

The site project superintendent will be held responsible for the quality of work on the job. The site project superintendent is subject to removal by

the Contracting Officer for non-compliance with either the established quality control system or quality requirements specified in this contract. The site project superintendent in this context shall be the highest-level manager responsible for the overall construction activities at the site, including quality and production. The site project superintendent shall maintain a physical presence at the site at all times, except as otherwise acceptable to the Contracting Officer.

3.2 QUALITY CONTROL PLAN

The Contractor shall furnish for review by the Government, not later than 10 days after receipt of notice to proceed, the Contractor Quality Control (CQC) Plan proposed to implement the requirements of the Contract Clause titled "Inspection of Construction." The plan shall identify personnel, procedures, control, instructions, tests, records, and forms to be used. The Government will consider an interim plan for the first 30 days of operation. Design and construction will be permitted to begin only after acceptance of the CQC Plan or acceptance of an interim plan applicable to the particular feature of work to be started. Work outside of the features of work included in an accepted interim plan will not be permitted to begin until acceptance of a CQC Plan or another interim plan containing the additional features of work to be started.

3.2.1 Content of the CQC Plan

The CQC Plan shall include, as a minimum, the following to cover all design and construction operations, both onsite and offsite, including work by subcontractors, designers of record, consultants, architect/engineers (AE), fabricators, suppliers, and purchasing agents:

- a. A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the CQC staff shall implement the three phase control system for all aspects of the work specified. The staff shall include a CQC System Manager who shall report to the Project Manager or someone higher in the Contractor's organization. Project Manager in this context shall mean the individual with responsibility for the overall management of the project, including quality and production.
- b. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a CQC function.
- c. A copy of the letter to the CQC System Manager signed by an authorized official of the firm which describes the responsibilities and delegates sufficient authorities to adequately perform the functions of the CQC System Manager, including authority to stop work which is not in compliance with the contract. The CQC System Manager shall issue letters of direction to all other various quality control representatives outlining duties, authorities, and responsibilities. Copies of these letters shall also be furnished to the Government.
- d. Procedures for scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, designers of record, consultants, architect engineers (AE), offsite fabricators, suppliers, and purchasing agents. These procedures

shall be in accordance with Section 01330 SUBMITTAL PROCEDURES.

- e. Control, verification, and acceptance testing procedures for each specific test to include the test name, specification paragraph requiring test, feature of work to be tested, test frequency, and person responsible for each test. (Laboratory facilities approved by the Contracting Officer shall be used.)
- f. Procedures for tracking preparatory, initial, and follow-up control phases and control, verification, and acceptance tests including documentation.
- g. Procedures for tracking design and construction deficiencies from identification through acceptable corrective action. These procedures shall establish verification that identified deficiencies have been corrected.
- h. Reporting procedures, including proposed reporting formats.
- i. A list of the definable features of work. A definable feature of work is a task which is separate and distinct from other tasks, has separate control requirements, and may be identified by different trades or disciplines, or it may be work by the same trade in a different environment. Although each section of the specifications may generally be considered as a definable feature of work, there are frequently more than one definable features under a particular section. This list will be agreed upon during the coordination meeting.

3.2.2 Additional Requirements for Design Quality Control (DQC) Plan

The following additional requirements apply to the Design Quality Control (DQC) plan:

(1) The Contractor's QCP Plan shall provide and maintain a Design Quality Control (DQC) Plan as an effective quality control program which will assure that all services required by this design-build contract are performed and provided in a manner that meets professional architectural and engineering quality standards. As a minimum, all documents shall be technically reviewed by competent, independent reviewers identified in the DQC Plan. The same element that produced the product shall not perform the independent technical review (ITR). The Contractor shall correct errors and deficiencies in the design documents prior to submitting them to the Government.

(2) The Contractor shall include the design schedule in the master project schedule, showing the sequence of events involved in carrying out the project design tasks within the specific contract period. This should be at a detailed level of scheduling sufficient to identify all major design tasks, including those that control the flow of work. The schedule shall include review and correction periods associated with each item. This should be a forward planning as well as a project monitoring tool. The schedule reflects calendar days and not dates for each activity. If the schedule is changed, the Contractor shall submit a revised schedule reflecting the change within 7 calendar days. The Contractor shall include in the DQC Plan the discipline-specific

checklists to be used during the design and quality control of each submittal. These completed checklists shall be submitted at each design phase as part of the project documentation. Example checklists can be found in ER 1110-1-12.

(3) The DQC Plan shall be implemented by an Design Quality Control Manager who has the responsibility of being cognizant of and assuring that all documents on the project have been coordinated. This individual shall be a person who has verifiable engineering or architectural design experience and is a registered professional engineer or architect. The Design Quality Control Manager shall be assigned as Design Quality Control Manager, but may have duties as Design Project Manager in addition to quality control. The Contractor shall notify the Contracting Officer, in writing, of the name of the individual, and the name of an alternate person assigned to the position.

The Contracting Officer will notify the Contractor in writing of the acceptance of the DQC Plan. After acceptance, any changes proposed by the Contractor are subject to the acceptance of the Contracting Officer.

(4) The DQC Manager shall report to the overall Project Manager of the Contractor for the design-build contract. The Project Manager will be held responsible for the quality of design on the contract and is subject to removal by the Contracting Officer for non-compliance with the quality requirements specified in the contract.

3.2.3 Acceptance of Plan

Acceptance of the Contractor's plan is required prior to the start of design and construction. Acceptance is conditional and will be predicated on satisfactory performance during the design and construction. The Government reserves the right to require the Contractor to make changes in his CQC Plan and operations including removal of personnel, as necessary, to obtain the quality specified.

3.2.4 Notification of Changes

After acceptance of the CQC Plan, the Contractor shall notify the Contracting Officer in writing of any proposed change. Proposed changes are subject to acceptance by the Contracting Officer.

3.3 COORDINATION MEETING

After the Postaward Conference, before start of design or construction, and prior to acceptance by the Government of the CQC Plan, the Contractor shall meet with the Contracting Officer or Authorized Representative and discuss the Contractor's quality control system. The CQC Plan shall be submitted for review a minimum of 10 calendar days prior to the Coordination Meeting.

During the meeting, a mutual understanding of the system details shall be developed, including the forms for recording the CQC operations, design activities, control activities, testing, administration of the system for both onsite and offsite work, and the interrelationship of Contractor's Management and control with the Government's Quality Assurance. Minutes of the meeting shall be prepared by the Contractor and signed by both the

Contractor and the Contracting Officer. The minutes shall become a part of the contract file. There may be occasions when subsequent conferences will be called by either party to reconfirm mutual understandings and/or address deficiencies in the CQC system or procedures which may require corrective action by the Contractor.

3.4 QUALITY CONTROL ORGANIZATION

3.4.1 Personnel Requirements

The requirements for the CQC organization are a CQC System Manager, a Design Quality Control Manager, and sufficient number of additional qualified personnel to ensure safety and contract compliance. Personnel identified in the technical provisions as requiring specialized skills to assure the required work is being performed properly will also be included as part of the CQC organization. The Contractor's CQC staff shall maintain a presence at the site at all times during progress of the work and have complete authority and responsibility to take any action necessary to ensure contract compliance. The CQC staff shall be subject to acceptance by the Contracting Officer. The Contractor shall provide adequate office space, filing systems and other resources as necessary to maintain an effective and fully functional CQC organization. Complete records of all letters, material submittals, shop drawing submittals, schedules and all other project documentation shall be promptly furnished to the CQC organization by the Contractor. The CQC organization shall be responsible to maintain these documents and records at the site at all times, except as otherwise acceptable to the Contracting Officer.

3.4.2 CQC System Manager

The Contractor shall identify as CQC System Manager an individual within the onsite work organization who shall be responsible for overall management of CQC and have the authority to act in all CQC matters for the Contractor. The CQC System Manager shall be a graduate engineer or an experienced construction person with a minimum 5 years in related work. This CQC System Manager shall be on the site at all times during construction and shall be employed by the prime Contractor. The CQC System Manager shall be assigned no other duties. An alternate for the CQC System Manager shall be identified in the plan to serve in the event of the System Manager's absence. The requirements for the alternate shall be the same as for the designated CQC System Manager.

3.4.3 CQC Personnel

A staff shall be maintained under the direction of the CQC system manager to perform all QC activities. The staff must be of sufficient size to ensure adequate QC coverage of all work phases, work shifts, and work crews involved in the construction. These personnel may perform other duties, but must be fully qualified by experience and technical training to perform their assigned QC responsibilities and must be allowed sufficient time to carry out these responsibilities. The QC plan will clearly state the duties and responsibilities of each staff member. Other technical specifications may specify individuals for maintaining quality control for specific areas of work. These individuals shall be under the direction of the CQC System Manager. The Contractor shall identify a separate Design Quality Control Manager who is a Registered Architect or Professional Engineer. This DQC Manager is considered part of the Contractor's Quality

Control staff but shall report directly to the overall Project Manager for the Contractor for the design-build contract.

3.4.4 Additional Requirement

In addition to the above experience and/or education requirements the CQC System Manager shall have completed the course entitled "Construction Quality Management For Contractors". This course is periodically offered at each of the four area offices in the Omaha District according to the following revolving training schedule:.

<u>Badger Area</u>	First Session	Between 15 & 25 April
	Second Session	Between 15 & 25 October
Point of Contact	Roy Brewer	(319) 753-1386
<u>Black Hills Area</u>	First Session	Between 1 & 10 March
	Second Session	Between 1 & 10 September
Point of Contact	Dwight Pochant	(605) 923-2983
<u>Fort Crook Area</u>	First Session	Between 15 & 25 January
	Second Session	Between 15 & 25 July
Point of Contact	Al Kreisler	(402) 293-2540
<u>Rocky Mountain</u>	First Session	Between 1 & 10 June
	Second Session	Between 1 & 10 December
Point of Contact	Paul Jendzejec	(719) 556-4184

The exact date and location for the sessions will be determined approximately 30 days in advance of the training. The cost of training is presently established at \$50 to be paid by each student in advance of the training. For information about a particular session, the best source is the point of contact listed above.

3.4.5 Organizational Changes

The Contractor shall maintain the CQC staff at full strength at all times. When it is necessary to make changes to the CQC staff, the Contractor shall revise the CQC Plan to reflect the changes and submit the changes to the Contracting Officer for acceptance.

3.5 SUBMITTALS AND DELIVERABLES

Submittals, if needed, shall be made as specified in Section 01330 SUBMITTAL PROCEDURES. The CQC organization shall be responsible for certifying that all submittals and deliverables are in compliance with the contract requirements. When Section 15950A HEATING, VENTILATING AND AIR CONDITIONING (HVAC) CONTROL SYSTEMS; 15951A DIRECT DIGITAL CONTROL FOR HVAC; 15990A TESTING, ADJUSTING, AND BALANCING OF HVAC SYSTEMS; or 15995A COMMISSIONING OF HVAC SYSTEMS are included in the contract, the submittals required by those sections shall be coordinated with Section 01330 SUBMITTAL PROCEDURES to ensure adequate time is allowed for each type of submittal required.

3.6 CONTROL

Contractor Quality Control is the means by which the Contractor ensures that the construction, to include that of subcontractors and suppliers,

complies with the requirements of the contract. At least three phases of control shall be conducted by the CQC System Manager for each definable feature of the construction work as follows:

3.6.1 Preparatory Phase

This phase shall be performed prior to beginning work on each definable feature of work, after all required plans/documents/materials are approved/accepted, and after copies are at the work site. This phase shall include:

- a. A review of each paragraph of applicable specifications, reference codes, and standards. Prior to the preparatory meeting for each definable feature of work, the Contractor shall provide all technical references (i.e. building codes, life safety codes, etc.) referenced in the project specifications for feature(s) of work being addressed at the preparatory meeting. These technical references shall be onsite and available for use by Contractor and Government personnel before the preparatory meeting is held and maintained until the feature(s) of work is/are accepted by the Government.
- b. A review of the contract drawings.
- c. A check to assure that all materials and/or equipment have been tested, submitted, and approved.
- d. Review of provisions that have been made to provide required control inspection and testing.
- e. Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.
- f. A physical examination of required materials, equipment, and sample work to assure that they are on hand, conform to approved shop drawings or submitted data, and are properly stored.
- g. A review of the appropriate activity hazard analysis to assure safety requirements are met.
- h. Discussion of procedures for controlling quality of the work including repetitive deficiencies. Document construction tolerances and workmanship standards for that feature of work.
- i. A check to ensure that the portion of the plan for the work to be performed has been accepted by the Contracting Officer.
- j. Discussion of the initial control phase.
- k. The Government shall be notified at least 48 hours in advance of beginning the preparatory control phase. This phase shall include a meeting conducted by the CQC System Manager and attended by the superintendent, other CQC personnel (as applicable), and the foreman responsible for the definable feature. The results of the preparatory phase actions shall be documented by separate minutes prepared by the CQC System Manager and attached to the daily CQC report. The Contractor shall instruct applicable workers as to the acceptable level of workmanship required in order to meet

contract specifications.

3.6.2 Initial Phase

This phase shall be accomplished at the beginning of a definable feature of work. The following shall be accomplished:

- a. A check of work to ensure that it is in full compliance with contract requirements. Review minutes of the preparatory meeting.
- b. Verify adequacy of controls to ensure full contract compliance. Verify required control inspection and testing.
- c. Establish level of workmanship and verify that it meets minimum acceptable workmanship standards. Compare with required sample panels as appropriate.
- d. Resolve all differences.
- e. Check safety to include compliance with and upgrading of the safety plan and activity hazard analysis. Review the activity analysis with each worker.
- f. The Government shall be notified at least 48 hours in advance of beginning the initial phase. Separate minutes of this phase shall be prepared by the CQC System Manager and attached to the daily CQC report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.
- g. The initial phase should be repeated for each new crew to work onsite, or any time acceptable specified quality standards are not being met.

3.6.3 Follow-up Phase

Daily checks shall be performed to assure control activities, including control testing, are providing continued compliance with contract requirements, until completion of the particular feature of work. The checks shall be made a matter of record in the CQC documentation. Final follow-up checks shall be conducted and all deficiencies corrected prior to the start of additional features of work which may be affected by the deficient work. The Contractor shall not build upon nor conceal non-conforming work.

3.6.4 Additional Preparatory and Initial Phases

Additional preparatory and initial phases shall be conducted on the same definable features of work if: the quality of on-going work is unacceptable; if there are changes in the applicable CQC staff, onsite production supervision or work crew; if work on a definable feature is resumed after a substantial period of inactivity; or if other problems develop.

3.7 TESTS

3.7.1 Testing Procedure

The Contractor shall perform specified or required tests to verify that control measures are adequate to provide a product which conforms to

contract requirements. Upon request, the Contractor shall furnish to the Government duplicate samples of test specimens for possible testing by the Government. Testing includes operation and/or acceptance tests when specified. The Contractor shall procure the services of a Corps of Engineers approved testing laboratory or establish an approved testing laboratory at the project site. The Contractor shall perform the following activities and record and provide the following data:

- a. Verify that testing procedures comply with contract requirements.
- b. Verify that facilities and testing equipment are available and comply with testing standards.
- c. Check test instrument calibration data against certified standards.
- d. Verify that recording forms and test identification control number system, including all of the test documentation requirements, have been prepared.
- e. Results of all tests taken, both passing and failing tests, shall be recorded on the CQC report for the date taken. Specification paragraph reference, location where tests were taken, and the sequential control number identifying the test shall be given. If approved by the Contracting Officer, actual test reports may be submitted later with a reference to the test number and date taken. An information copy of tests performed by an offsite or commercial test facility shall be provided directly to the Contracting Officer. Failure to submit timely test reports as stated may result in nonpayment for related work performed and disapproval of the test facility for this contract.

3.7.2 Testing Laboratories

3.7.2.1 Capability Check

The Government reserves the right to check laboratory equipment in the proposed laboratory for compliance with the standards set forth in the contract specifications and to check the laboratory technician's testing procedures and techniques. Laboratories utilized for testing soils, concrete, asphalt, and steel shall meet criteria detailed in ASTM D 3740 and ASTM E 329.

3.7.2.2 Capability Recheck

If the selected laboratory fails the capability check, the Contractor will be assessed the actual cost for the recheck to reimburse the Government for each succeeding recheck of the laboratory or the checking of a subsequently selected laboratory. Such costs will be deducted from the contract amount due the Contractor.

3.7.3 Onsite Laboratory

The Government reserves the right to utilize the Contractor's control testing laboratory and equipment to make assurance tests, and to check the Contractor's testing procedures, techniques, and test results at no additional cost to the Government.

3.7.4 Furnishing or Transportation of Samples for Testing

Costs incidental to the transportation of samples or materials shall be borne by the Contractor. Samples of materials for test verification and acceptance testing by the Government shall be delivered to the Resident or Area (as directed) Office.

Coordination for each specific test, exact delivery location, and dates will be made through the Resident or Area (as directed) Office.

3.8 COMPLETION INSPECTION

3.8.1 Punch-Out Inspection

Near the end of the work, or any increment of the work established by a time stated in the SPECIAL CONTRACT REQUIREMENTS Clause, "Commencement, Prosecution, and Completion of Work", or by the specifications, the CQC Manager shall conduct an inspection of the work. A punch list of items which do not conform to the approved drawings and specifications shall be prepared and included in the CQC documentation, as required by paragraph DOCUMENTATION. The list of deficiencies shall include the estimated date by which the deficiencies will be corrected. The CQC System Manager or staff shall make a second inspection to ascertain that all deficiencies have been corrected. Once this is accomplished, the Contractor shall notify the Government that the facility is ready for the Government Pre-Final inspection.

3.8.2 Pre-Final Inspection

The Government will perform the pre-final inspection to verify that the facility is complete and ready to be occupied. A Government Pre-Final Punch List may be developed as a result of this inspection. The Contractor's CQC System Manager shall ensure that all items on this list have been corrected before notifying the Government, so that a Final inspection with the customer can be scheduled. Any items noted on the Pre-Final inspection shall be corrected in a timely manner. These inspections and any deficiency corrections required by this paragraph shall be accomplished within the time slated for completion of the entire work or any particular increment of the work if the project is divided into increments by separate completion dates.

3.8.3 Final Acceptance Inspection

The Contractor's Quality Control Inspection personnel, plus the superintendent or other primary management person, and the Contracting Officer's Representative shall be in attendance at the final acceptance inspection. Additional Government personnel including, but not limited to, those from Base/Post Civil Facility Engineer user groups, and major commands may also be in attendance. The final acceptance inspection will be formally scheduled by the Contracting Officer based upon results of the Pre-Final inspection. Notice shall be given to the Contracting Officer at least 14 days prior to the final acceptance inspection and shall include the Contractor's assurance that all specific items previously identified to the Contractor as being unacceptable, along with all remaining work performed under the contract, will be complete and acceptable by the date scheduled for the final acceptance inspection. Failure of the Contractor to have all contract work acceptably complete for this inspection will be cause for the Contracting Officer to bill the Contractor for the Government's additional inspection cost in accordance with the contract clause titled "Inspection of Construction".

3.9 DOCUMENTATION

The Contractor shall maintain current records providing factual evidence that required quality control activities and/or tests have been performed. These records shall include the work of subcontractors and suppliers and shall be on an acceptable form that includes, as a minimum, the following information:

- a. Contractor/subcontractor and their area of responsibility.
- b. Operating plant/equipment with hours worked, idle, or down for repair.
- c. Work performed each day, giving location, description, and by whom. When Network Analysis (NAS) is used, identify each phase of work performed each day by NAS activity number.
- d. Test and/or control activities performed with results and references to specifications/drawings requirements. The control phase shall be identified (Preparatory, Initial, Follow-up). List of deficiencies noted, along with corrective action.
- e. Quantity of materials received at the site with statement as to acceptability, storage, and reference to specifications/drawings requirements.
- f. Submittals and deliverables reviewed, with contract reference, by whom, and action taken.
- g. Offsite surveillance activities, including actions taken.
- h. Job safety evaluations stating what was checked, results, and instructions or corrective actions. Include information identified by the "Responsible Individual(s)" for Safety as outlined in SECTION 01400, SPECIAL SAFETY REQUIREMENTS.
- i. Instructions given/received and conflicts in plans and/or specifications.
- j. Contractor's verification statement.

These records shall indicate a description of trades working on the project; the number of personnel working; weather conditions encountered; and any delays encountered. These records shall cover both conforming and deficient features and shall include a statement that equipment and materials incorporated in the work and workmanship comply with the contract. The original and one copy of these records in report form shall be furnished to the Contracting Officer's Representative on the first day following the date(s) covered by the report, except that reports need not be submitted for days on which no work is performed. As a minimum, one report shall be prepared and submitted for every 7 days of no work and on the last day of a no work period. All calendar days shall be accounted for throughout the life of the contract. The first report following a day of no work shall be for that day only. Reports shall be signed and dated by the CQC System Manager. The report from the CQC System Manager shall include copies of test reports and copies of reports prepared by all subordinate quality control personnel.

3.10 SAMPLE FORMS

Sample forms enclosed at the end of this section.

3.11 NOTIFICATION OF NONCOMPLIANCE

The Contracting Officer will notify the Contractor of any detected noncompliance with the foregoing requirements. The Contractor shall take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, shall be deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders shall be made the subject of claim for extension of time or for excess costs or damages by the Contractor.

7. Submittals Reviewed:

(a) Submittal No.	(b) Spec/Plan Reference	(c) By Whom	(d) Action
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Offsite Surveillance Activities, Including Action Taken:

9. Job Safety: (List items checked, results, instructions and corrective actions taken).

10. Remarks: (Instructions received or given. Conflict(s) in Plans and/or specifications. Delays encountered.).

Contractor's Verification: On behalf of the Contractor, I certify this report is complete and correct, and all materials and equipment used and work performed during this reporting period are in compliance with the contract plans and specifications, to the best of my knowledge, except as may be noted above.

CQC System Manager

Date

-- End of Section --